



## UNITED STATES NAVAL ACADEMY HUMAN RESOURCES DEPARTMENT



# ANCHOR POINTS

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## SUPERVISORS' SEMINARS

"What do I do if my employee is always late for work?"

"How can I help my employee improve performance deficiencies?"

"What do I do if I suspect that one of my employees has a drinking problem?"

Have you ever found yourself asking these questions? Well, you're not alone! Human Resources Department (HRD) staff are frequently asked for assistance from supervisors in dealing with such issues. As always, HRD is here to help you, and now we're offering another tool for supervisors to better understand their responsibilities and abilities in solving common employee problems. Beginning in February, the Human Resources Department will be hosting

monthly "Supervisors' Seminars" for supervisors. These seminars, held on the second Wednesday of every month, will cover a variety of topics related to supervising Federal employees. Issues such as dealing with leave abuse, tardiness, performance problems, hours of work, etc., will be the focus of each session. Join your fellow supervisors, military/civilian, faculty/staff, and HRD staff in the HRD Training Room, Halligan Hall, at 1200 for a 45 minute seminar on a different topic each month—feel free to bring your lunch along. No registration required!! Get great advice, in an informal setting, on common problems you experience as a supervisor from experienced HR professionals—perfect for first time supervisors or experienced su-



pervisors who would like more information on managing their employees! Mark your calendars for the rest of the year! Come join the Supervisors' Seminars the second Wednesday of every month at 1200 in the HRD Training Room in Halligan Hall. 2/12/03 will be our first seminar—topic for discussion, "Proper Procedures for Requesting and Approving Leave." Additional email reminders will be sent out each month advertising the seminar and topic to be discussed that month. **Again, no registration is required.** For additional information, contact Cheryl Lauer at 410-293-2808.

### ANNUAL BARGAINING UNIT RIGHTS NOTIFICATION

All bargaining unit members are entitled to union representation during an examination of an employee in the unit by a representative of the agency in connection with an investigation if the employee reasonably believes that the examination may result in disciplinary action against the employee and the employee requests representation.

## EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS) TO BE MANDATORY FOR NEXT BENEFITS OPEN SEASON

You may recall the big story from the July 2002 issue of Anchor Points: The Navy's new electronic benefits system. EBIS allows civilians to view retirement information, health and life insurance



coverage, and make Open Season changes for TSP, FEHB, and FEGLI electronically. The next Open Season for health insurance (FEHB) will require all benefits changes to be made via EBIS. In addition, we are still waiting for information regarding mandatory use of EBIS for the next TSP open season as well. As the Open

Season approaches, we will provide additional information regarding EBIS and how to process your benefits changes. Check it out now! Go to [www.donhr.navy.mil](http://www.donhr.navy.mil) and click on EBIS. To set up an account, you will need your most recent Leave and Earning Statement (LES). For additional information, contact 1-800-378-4559.

## CIVILIAN EMPLOYEES CALLED TO ACTIVE DUTY MILITARY SERVICE

On October 13, 1994, the Uniformed Services Employment and Reemployment Rights Act (USERRA) passed. USERRA expanded the rights of employees entering uniformed services, therefore, giving employees options related to their employment and benefits. The following is a checklist designed to counsel the employee on their benefits and provide an opportunity for them to make elections regarding their options.

**Pay.** Employees performing active military duty will receive compensation from the military component in accordance with the terms and conditions of the military enlistment or appointment. Employees will not receive any compensation from the civilian employing agency unless the employee elects to use available military leave or annual leave.

**Military Leave.** Employees who perform active military duty may request the use of paid military leave. Eligible full-time employees accrue 15 calendar days of military leave and may have up to 30 calendar days of military leave for use during the fiscal year. This military leave is charged in hourly increments, for days worked or other types of leave would be required in the civilian position.

Employees who enter into active duty may choose to have their annual leave remain to their credit until they return to their civilian position, OR receive a lump-sum payment for all accrued annual leave. This provision applies whether or not an employee is placed on LWOP or separates.

**Health Benefits.** Employees who are covered by the Federal Employees Health Benefits Program (FEHBP) and are either separated or placed in a LWOP status to perform military service may continue to be covered by FEHB for up to 18 months, unless the employee elects in writing to have the enrollment terminated. If the employee chooses to continue the FEHB, and the employee has been called to active duty



in support of a contingency operation, the agency will pay the employee share



of the premium. If the employee's military service is not in support

of a contingency operation, he/she is responsible for paying the employee share of the premium for the first 12 months and 102% for the final 6 months of continued coverage. During the first 12 months, employees may pay currently (generally with after-tax monies) or incur a debt to be paid upon their return (generally on a pre-tax basis if the employee participates in premium conversion). The cost for the final 6 months must be paid currently.

(Note: Termination is not considered a break in coverage for purposes of meeting the 5-year/first opportunity requirement to continue FEHB into retirement)

**Life Insurance.** Employees who separate or are placed on LWOP to perform active duty service continue to be covered by the Federal Employees' Group Life Insurance (FEGLI) for up to 12 months at no cost to the employee.

**Retirement.** An employee who is placed on LWOP while performing active military duty continues to be covered by the retirement law, i.e., CSRS or FERS. Death and disability benefits under the civilian retirement rules would apply if the employee continues in LWOP. If an employee separates to perform active military duty, he/she would generally receive retirement credit for the period of separation if a deposit for the military service is made. Upon restoration to the civilian position, the employee may make a deposit for the military service. The deposit would equal the lesser of 1) 7% (or 3% for FERS) of the military basic pay OR 2) 7% (or .8% for FERS) of the civilian pay. (Deposit amounts may vary by year because of law or regulation.) If the military deposit is paid before the interest accrual date (within 3 years of returning to a covered position) no interest is charged on the military deposit.

**Thrift Savings Plan.** No contributions can be made to the TSP while on LWOP or if separated from the civilian

position. However, if the employee is restored to his/her civilian position, retroactive contributions and TSP elections may be made to cover that period of service. Employees interested in making retroactive contributions must contact their servicing payroll office to setup a payment plan. Employees should be aware that the amount of money they can contribute retroactively to their civilian accounts will be offset by any contributions made to their uniformed services TSP account while on active duty. FERS employees are entitled to receive matching funds (up to 5%) based on contributions made from basic pay while in the uniformed services, if the employee is restored to his or her civilian position.

Uniformed services accounts are maintained separately from civilian accounts. However, if an employee contributes to both, the sum of the contributions to the two accounts during the same calendar year cannot exceed the applicable IRS annual deferral limits. Members of the uniformed services have access to the TSP loan program. However, reservists who drill only monthly should think seriously before taking a loan from their military accounts because they may be unable to repay the loan in the time frame required by law. Employees are prohibited from repaying a uniformed services TSP loan from civilian pay, or vice versa. Once an employee separates from either the uniformed services, or the Federal civilian service, the employee will be able to combine the TSP accounts by contacting the TSP Service Office (see TSP Bulletin 02-7, "TSP Participation of Individuals Who Return to Civilian Service or Pay Status Following Military Service").



**REMEMBER:** Any civilian employee entering active duty must complete check-out procedures at the Human Resources Department, Halligan Hall. For additional information on your benefits information upon entering active duty, contact 1-800-378-4559

## EEO FOCUS: SPECIAL EMPHASIS MONTHLY OBSERVANCES

Special emphasis monthly observances were created to recognize the efforts and work of outstanding minority Americans. The following are observances for this year:



- **January** – the Martin Luther King, Jr. Holiday. This Federal holiday, which occurs on the third Monday in January each year, was established to serve as time for Americans to reflect on the principles of equality and nonviolent social change.
- **February** – Black History Month, a celebration which provides an opportunity for all to

reflect upon the many contributions of the millions of African Americans.

- **March** – National Women's History Month, a celebration to recognize and celebrate women's historic accomplishments.
- **May** – National Asian Pacific American Month, a celebration of Pacific Islanders in the United States. May was chosen to commemorate immigration of the first Japanese immigrants to the United States.
- **September** – National Hispanic Heritage Month, September 15<sup>th</sup> through October 15<sup>th</sup> this time frame celebrates the anniversary of independence of five Hispanic countries: Costa Rica,

Guatemala, Honduras, Nicaragua, and Mexico.

- **October** – National Disability Month that calls attention to the issues of people with disabilities in employment.
- **November** – National Native Indian Heritage, established to honor America's first citizens, and the significant contributions the first Americans made to the establishment and growth of this Nation.

For more information on these special emphasis areas or with other EEO related questions, contact the EEO office at 410-293-3558

Welcome to Ms. Renee Sharps who joined the HRD/EEO staff as the new EEO assistant!

## WATCH FOR YOUR LEAVE & EARNING STATEMENTS (LES)

- The 2003 pay adjustments for all civilian employees go into effect on 1/12/03. By Executive Order issued on 12/31/02, a 3.1% across the board pay raise was given. Employees will see their new salaries in their 1/31/03 paycheck.
- Any changes to health insurance coverage (FEHB) will take effect on 1/12/03. Those changes will be reflected in the

1/31/03 paycheck. (Please note that if you switched FEHB carriers, it may be a few weeks after 1/12/03 that you receive your new insurance cards)

- Any changes to TSP deductions that have not already taken effect will be effective on 1/12/03. Those

changes will be reflected in the 1/31/03 paycheck.

**REVIEW YOUR 1/31/03 LES  
FOR ALL CHANGES TO  
SALARY, FEHB, AND TSP!  
Report any discrepancies to  
HRD immediately.**

An employee who believes any of the above items are incorrect should immediately report any discrepancies and bring his/her LES to HRD, Halligan Hall, for review and corrective

action if necessary. Contact Jeanene Waite at 410-293-3822.

## PERFORMANCE APPRAISALS: MID-YEAR REVIEW

January marks the mid-way point for the USNA performance appraisal cycle. All supervisors should be conducting mid-year reviews with each employee in their organization. If an employee, however, has not been covered by his or her current performance appraisal for at least 90 days, the mid-year

review can be conducted after the completion of that 90 day period. If an employee's performance is not currently meeting expectations, contact the Human Resources Department immediately for assistance in dealing with the problem. Supervisors have a number of options in helping employees correct perform-

ance deficiencies. For additional information, contact Cheryl Lauer at 410-293-2808.



### DID YOU KNOW...

- February 17, 2003 is a Federal Holiday in observance of Presidents' Weekend? The USNA will be closed for normal business operations.
- The Hazardous Weather Hotline is 410-293-0032?
- Only electronic applications for USNA vacancies can be accepted? Go to [www.usna.edu/HRD](http://www.usna.edu/HRD) for a list of our vacancy announcements and links to the Navy's resume builder. The Navy's on-line resume builder can also be accessed at [www.donhr.navy.mil](http://www.donhr.navy.mil).
- You can check the status of your on-line job application by sending an email to [questions\\_nw@nw.hroc.navy.mil](mailto:questions_nw@nw.hroc.navy.mil)?

### BENEFITS INFORMATION LINE

1-800-378-4559/DSN 322-8102

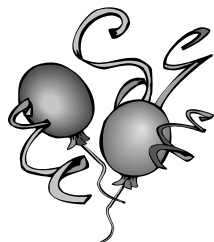
All Benefits questions should be directed to the Benefits Information Line which provides information and assistance with the following:

- Retirement Counseling
- Military Buy-Back Information
- Federal Employees Health Benefits
- Federal Employees Group Life Insurance
- Thrift Savings Plan
- Court Orders and Benefits
- Leave Without Pay
- Benefits upon Separation from Federal service

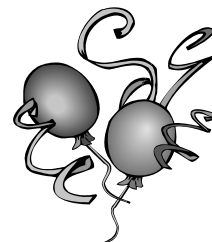


### WHO DO I CALL FOR ASSISTANCE WITH HUMAN RESOURCES ISSUES?

- |   |                |
|---|----------------|
| <b>* Recruitment &amp; Staffing</b>                     |                |
| Shirley Smith   | 410-293-2800   |
| Stacey MacSherry  | 410-293-3388   |
| <b>* Classification &amp; Position Management</b>       |                |
| Bonnie Fleischmann                                      | 410-293-5426   |
| <b>* Discipline &amp; Performance</b>                   |                |
| Cheryl Lauer  | 410-293-2808   |
| <b>* Labor Relations</b>                                |                |
| Rosetta McFall  | 410-293-2698   |
| <b>* Customer Service/General Information</b>           |                |
| Jeanene Waite   | 410-293-3822   |
| <b>* Training</b>                                       |                |
| Linda Figiel  | 410-293-5370   |
| <b>* Workers' Compensation/<br/>Drug Free Workplace</b> |                |
| Leon Turner   | 410-293-2802   |
| <b>* EEO</b>  |                |
| Ruth Godwin<br>Renee Sharps                             | 410-293-3558   |
| <b>* Retirement/Benefits Information</b>                | 1-800-378-4559 |



**HAPPY NEW YEAR!**  
**2003**



**UNITED STATES NAVAL ACADEMY  
HUMAN RESOURCES DEPARTMENT**

**2ND FLOOR, HALLIGAN HALL,  
MAILSTOP 20B**

***We're on the web!***  
***[www.usna.edu/HRD](http://www.usna.edu/HRD)***

**GO NAVY...BEAT ARMY!**